



NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

Warangal – 506 004, Telangana State

TEACHING LEARNING CENTRE (TLC)

A Teaching Learning Centre Instituted under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching

Prof. A. RAMACHANDRAIAH, PhD, FAPASc, FTASc

Professor-in-Charge and Coordinator

Ref No.: NITW/TLC/2021/1954

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NOTE TO THE HEADS OF THE DEPARTMENTS:

Sub: Proposals for Holding Faculty Development Programmes (FDPs) and Other Relevant Pedagogical Activities in Association and with Financial Support from the Teaching Learning Centre Invited– Reg.

Ref: (a) Revised Norms of Holding Activities under the Aegis of the TLC Resolved in the TLC-Core Committee Meeting Held on 10-6-2021 with the Director in the Chair to Enable the TLC to Function on Self-Financing Modes

(b) Director's Approval of the Proceedings of the above Meeting on 19-6-2021

The funded tenure of the Teaching Learning Centre under the Union Ministry of Education's Pandit Madan Mohan Malaviya National Mission for Teachers and Teaching (PMMMNTT) from 2016 has reached completion on 31st March, 2021 with an advice from the Ministry to run the TLC and its various activities on Self-Sustenance and Self-Reliance basis thereafter.

In view of this, a TLC Core Committee Meeting was held on 10th June, 2021 with the Director in the Chair and arrived at a Range of Activities and Revised Norms [Ref (a)] and the same have been by the Director [Ref (b)].

The Heads of the Departments are requested to form a 3- or 5- member Sub-Committee from their respective DAC-PG&R including themselves as the Chairperson and a nominated Convener (who, in turn, becomes, from their Department, the Member of the TLC Core Committee, to be revised soon) and encourage their faculty members to submit Proposals of holding any activity under the revised norms. The Convener might represent the TLC and may or may not be the Coordinator of the Activity depending on the nature of the activity.

The Revised Norms and Guidelines are enclosed to be complied with. A few sample proposals are available with the Office of the TLC. In order to progressively make the operations of the TLC self-sufficient, the existing norms of holding FDPs and Conferences will be followed for a few months, though, thereafter, the ultimate yardstick is to make a surplus left to the TLC through the revised norms and guidelines.

Prof. A. RAMACHANDRAIAH
Professor-in-Charge and Coordinator
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Encl.

1. Revised Norms and Guidelines
2. Sample Proposal of FDP (a) Online, (b) On-Campus and (c) At External Institute
3. Sample Proposal of Conference / Seminar / Webinar
4. Sample Proposal of Generation/Production of Video Lecture(s) / Virtual Lab Experiment(s)
5. Publication of Textbooks / Manuals and Production of Teaching-Learning Software
6. Sample Brochure / Handout
7. Sample Registration Form (Hard and Google Form)

REVISED NORMS AND GUIDELINES

A. 3/5/6-Day Faculty Development Programmes

1. Online Programme at TLC of NITW (for Participants on All India Basis)

- Daily Schedule: (4 L + 1 WS) or (3L + 1WS) or (2L + 2WS) with WS afternoon (L = Lecture Hours, WS= 2 Hour Workshop)
- The number of Registered Participants with Registration Fee should be not more than 100 and not less than 50. If the final number turns out less than 40, the program is deferred with new dates announced with prior approval from the Director.
- Maximum permissible Honorarium for Resource Person per L or WS is Rs 2000 and that for the Event Coordinator(s) per day is Rs 2000.
- Expenditure should be recast such a way that there will be a surplus balance left with TLC.

Sample Budget (Figures in Rs. at Maximum Permissibility)

S. No	Item	3-Day	5-Day	6-Day
Revenue				
1	Registration Fee per Teacher-Participant*	1,000	1,500	1,600
2	No of Participants	100	100	100
Total Revenue		1,00,000	1,50,000	1,60,000
Proposed Expenditure				
1	Honorarium to Resource Persons	30,000	55,000	60,000
2	Honorarium to Coordinator(s)	6,000	10,000	12,000
3	Technical Assistance	5,000	5,000	6,000
4	Materials Contingency	5,000	5,000	6,000
5	Miscellaneous Expenditure	4,000	5,000	6,000
Total Expenditure		50,000	80,000	90,000
Maximum Revenue on upper Norm and this Table		1,00,000	1,50,000	1,60,000
Maximum Surplus as per this Table		50,000	70,000	70,000
Mandatory Condition				
Minimum Revenue through Registrations		40,000	60,000	64,000
Maximum Permissible Expenditure		25,000	35,000	39,000
Minimum Surplus Left to TLC		15,000	25,000	25,000

* For NITW faculty without CPDA and for PhD Scholars without Funded Contingency the Registration Fee is waived and their number is supernumerary. For Industry Personnel the Registration Fee is twice the amount cited.

2. On-Campus Programme at TLC of NITW (for Participants on All India Basis)

- Daily Schedule: (4 L + 2 WS) or (3L + 3WS) with WS afternoon (L = Lecture Hours, WS= 2 Hour Workshop)
- The number of Registered Participants with Registration Fee should be not more than 100 and not less than 50. If the final number turns out less than 40, the program is deferred with new dates announced with prior approval from the Director.
- Maximum permissible Honorarium for Resource Person per L or WS is Rs 2000 and that for the Event Coordinator(s) per day is Rs 2000.
- Expenditure should be recast such a way that there will be a surplus balance left with TLC.

Sample Budget (Figures in Rs.)

S. No	Item	3-Day	5-Day	6-Day
Revenue				
1	Registration Fee per Teacher-Participant*	2,000	2,800	3,200
2	No of Participants	100	100	100
Total Revenue		2,00,000	2,80,000	3,20,000
Proposed Expenditure				
1	Honorarium to Resource Persons	36,000	60,000	72,000
2	Honorarium to Coordinator(s)	6,000	10,000	12,000
3	Training Kit to the Participant(s)	80,000	90,000	1,00,000
4	TA and Food for Resource Persons (Max 3 outstation Resource Persons are allowed)	9,000	10,000	12,000
5	Refreshments	15,000	20,000	24,000
6	Technical Assistance	5,000	5,000	5,000
7	Course Material	5,000	5,000	5,000
8	Miscellaneous Expenditure	4,000	5,000	5,000
Total Expenditure		1,60,000	2,05,000	2,35,000
Maximum Revenue on upper Norm and this Table		2,00,000	2,80,000	3,20,000
Maximum Surplus as per this Table		40,000	75,000	85,000
Mandatory Condition				
Minimum Revenue through Registrations		80,000	1,12,000	1,28,000
Maximum Permissible Expenditure		65,000	82,000	88,000
Minimum Surplus Left to TLC		15,000	30,000	40,000

* For NITW faculty without CPDA and for PhD Scholars without Funded Contingency the Registration Fee is waived and their number is supernumerary. For Industry Personnel the Registration Fee is twice the amount cited.

3. Online Program at External Institute in Association with TLC of NITW

Sample Budget (Figures in Rs.)

S. No	Item	3-Day	5-Day	6-Day
Revenue				
1	Registration Fee per Teacher-Participant*	1,000	1,500	1,600
2	No of Participants	100	100	100
Total Revenue		1,00,000	1,50,000	1,60,000
Proposed Expenditure				
1	Honorarium to Resource Persons	30,000	55,000	60,000
2	Honorarium to Coordinator(s)	6,000	10,000	12,000
3	Technical Assistance	5,000	5,000	6,000
4	Course Material	5,000	5,000	6,000
5	Miscellaneous Expenditure	4,000	5,000	6,000
Total Expenditure		50,000	80,000	90,000
Maximum Revenue on upper Norm and this Table		1,00,000	1,50,000	1,60,000
Maximum Surplus as per this Table		50,000	70,000	70,000
Mandatory Condition				
Minimum Revenue through Registrations		40,000	60,000	64,000
Maximum Permissible Expenditure		25,000	35,000	39,000
Minimum Surplus Left to TLC		15,000	25,000	25,000

4. On-Campus Program at External Institute in Association with TLC of NITW

a) Commitment from the Teaching Learning Centre of NIT Warangal

- The TLC of NIT Warangal will meet the expenditure due to honoraria of resource persons, and honoraria of the Coordinator(s) of the Programme as per the TLC of NITW guidelines.
- The TLC of NIT Warangal will meet the expenditure due to the cost of the training folder kit and the cost of the Course Material within the budget provided in the guidelines of TLC of NITW.

b) Commitment on the Part of the Host Institution, Where the Training Programme is organized by the TLC of NITW

- Every participant has to pay Registration Fees as per the Table given below. The entire Registration Fees of the participants will be credited to the account of the IRG-TLC, NIT Warangal.
- The Host Institution will bear the expenditure due to cost of travel of the Resource Persons from the place of their residence to the Host Institution and back to their residence. It will also bear the cost of accommodation for Resource Persons at the city/town where the Host Institution is located or provide suitable accommodation in the Guest House of the Host Institute.
- The Host Institution will bear the expenditure due to food charges of the resource persons.
- The Host Institution will also bear the travel, accommodation and food expenses for technical / supporting staff of TLC (two persons).
- The Host Institution will bear the expenditure due to mid-sessions tea and snacks to all the participants.
- The Host Institution will bear the expenditure due to conduct of the Inaugural, Valedictory Sessions, Cost of Certificates to the Participants and any other miscellaneous expenditure for conducting the Programme.
- There will be at least one Coordinator each from NIT Warangal and the Host Institution for every FDP.

Sample Budget (Fig in Rs.)

S. No	Item	3-Day	5-Day	6-Day
Revenue				
1	Registration Fee per Teacher-Participant*	1,800	2,500	2,800
2	No of Participants	100	100	100
Total Revenue		1,80,000	2,50,000	2.80,000
Proposed Expenditure				
1	Honorarium to Resource Persons	30,000	60,000	63,000
2	Honorarium to Coordinator(s)	6,000	10,000	12,000
3	Training kit to the Participants	80,000	90,000	1,00,000
4	Technical Assistance	5,000	5,000	5,000
5	Course Material	5,000	5,000	5,000
6	Miscellaneous Expenditure	4,000	5,000	5,000
Total Expenditure		1,30,000	1,75,000	1,90,000
Maximum Revenue on upper Norm and this Table		1,80,000	2,50,000	2,80,000
Maximum Surplus as per this Table		50,000	75,000	90,000
Mandatory Condition				
Minimum Revenue through Registrations		80,000	1,50,000	1,60,000
Maximum Permissible Expenditure		60,000	1,00,000	1,00,000
Minimum Surplus Left to TLC		20,000	50,000	60,000

B. For 1/2/3-Day Conferences/ Seminars/Webinars

Sample Budget (Fig in Rs.)

S. No	Item	1-Day	2-Day	3-Day
Revenue				
1	Registration Fee per Teacher-Participant*	300	600	1,000
2	No of Participants	100	100	100
Total Revenue		30,000	60,000	1,00,000
Proposed Expenditure				
1	Honorarium to Resource Persons	10,000	20,000	30,000
2	Honorarium to Coordinator(s)	2,000	4,000	6,000
3	Training kit to the Participants	3,000	5,000	10,000
4	TA and Accommodation for Resource Persons	5,000	10,000	15,000
5	Technical Assistance	500	1,000	2,500
6	Course Material	1,000	3,000	4,000
7	Miscellaneous Expenditure	1,000	2,500	2,500
Total Expenditure		22,500	45,000	70,000
Maximum Revenue on upper Norm and this Table		30,000	60,000	1,00,000
Maximum Surplus as per this Table		7,500	15,000	30,000
Mandatory Condition				
Minimum Revenue through Registrations		25,000	50,000	80,000
Maximum Permissible Expenditure		20,000	40,000	60,000
Minimum Surplus Left to TLC		5,000	10,000	20,000

C. Generation/Production of Video Lecture(s) / Virtual Lab Experiment(s)

Sample Budget (Fig in Rs.)

S. No	Item	Cost per Lecture/ Experiment
1	Honorarium for Developer per Lecture/Experiment	2,000
2	Honorarium for Reviewer	1,000
3	Consumables	1,000
4	Technical Assistance	1,000
5	Contingency and Miscellaneous Expenditure	1,000
Grand Total		6,000
<i>Max permissible Budget</i>		<i>10,000</i>

D. Publication of Textbooks / Manuals

Sample Budget (Fig in Rs.)

S. No	Item	Exp.
1	Honorarium for Developer	50,000
2	Honorarium for Reviewer from IITs / NITs	20,000
3	Consumables	10,000
4	Technical Assistance	5,000
5	Contingency and Miscellaneous Expenditure	10,000
6	Publication charges	5,000
	Grand Total	1,00,000
	<i>Max permissible budget</i>	1,00,000

E. Production of Teaching-Learning Software's

Sample Budget (Fig in Rs.)

S. No	Item	Exp.
1	Honorarium for Developer	75,000
2	Honorarium for Reviewer from IITs / NITs	20,000
3	Consumables	10,000
4	Technical Assistance	5,000
5	Contingency and Miscellaneous Expenditure	10,000
6	Publication charges	5,000
	Grand Total	1,25,000
	<i>Max permissible budget</i>	1,25,000

Hard Copies of Sample Proposals are available with the TLC Office

Sample Proposal of FDP (Online)

1. For Participants (on All India Basis)
2. For Participants (of an External Institute)

Sample Proposal of FDP (On-Campus)

1. For Participants (on All India Basis)
2. For Participants (of an External Institute)

Sample Proposal of Conference / Seminar / Webinar

Sample Proposal of Production of Video Lecture(s) / Virtual Lab Experiment(s)

Development of Teaching Learning Material

1. Publication of Textbooks / Manuals
2. Production of Teaching-Learning Software

Sample Brochure / Handout

Sample Registration Form (Hard and Google Form)

[**Link to download all the sample proposals and brochure forms**](#)